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3 JAN 1986

MEMORANDUM FOR: Director, Central Reference
Director, East Asian Analysis
Director, European Analysis
Director, Global Issues
Director, Management, Planning and Services
Director, Soviet Analysis

FROM: Robert M. Gates
Deputy Director for Intelligence

SUBJECT: Inspection Report on Language in the Agency

1. In October 1985, the Office of the Inspector General completed a survey of language in the Agency which calls for each Directorate to take steps to improve its language capabilities. The DDCI recently endorsed the recommendations made in this report and has asked each Directorate to take action as appropriate.

2. In response to this tasking, I have established a Directorate Language Committee which will consist of one representative from each of your offices. The Committee, which will examine language issues as they pertain to this Directorate, will begin its work by acting on the pertinent recommendations. MPS will serve as the committee chair. Please provide the name of your representative to MPS

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Robert M. Gates

Attachment:
List of IG Recommendations Pertaining to the DI

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SUBJECT: Inspection Report on Language in the Agency

Distribution:

1 - Addressees
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DI/MPS/RPMC (02 Jan 86)

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RECOMMENDATION NO. 14: That the Director of Personnel issue regulations requiring narrative comment on language skills--including recommendations for appropriate training--in performance appraisals of personnel in language positions and that he, in conjunction with the Language Development Committee, establish procedures for monitoring their implementation. (page 119)

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APPROVED: _____

DISAPPROVED: _____

REVISED RECOMMENDATION NO. 14: That the Deputy Directors issue regulations as appropriate requiring narrative comment on language skills--including recommendations for appropriate training--in performance appraisals of personnel in language positions. (page 119)

APPROVED: _____

DISAPPROVED: _____

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RECOMMENDATION NO. 15: (a) That the Language Development Committee develop a statement on the general role language skills--and, for managers, the development of them--are to play in Agency promotion policies and (page 121)

APPROVED:

25X1

DISAPPROVED: ☒

(b) That the Deputy Directors issue guidelines based on the above statement specifying the role language skills are to play in promotion of their officers. (page 121)

APPROVED:

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DISAPPROVED: ☒

RECOMMENDATION NO. 17: That the Deputy Directors issue regulations pertaining to the assignment of personnel to language essential positions that make it clear that both employee and supervisor are responsible for achieving the required level. (page 124)

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APPROVED: DISAPPROVED: ☒

RECOMMENDATION NO. 19: That the Deputy Director for Intelligence draw up for Language Development Committee review a comprehensive statement of language requirements and capabilities for the Directorate, including appropriate policy to meet its needs. (page 129)

APPROVED:

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DISAPPROVED: ☒~~SECRET~~